

OGC HAS REVIEWED

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ARMY PERSONNEL

*Prop. Property Reg.
(Prop.)*

1. SURVEY REPORTS

a. General: The regulations of this Agency provide that any individual who is responsible for property which has been lost, damaged, destroyed, or stolen will initiate a Survey Report, Form No. 36-18. Army personnel may or may not, according to the source of issue, be required to initiate a Survey Report. Consequently, the procedures outlined below will govern when determining if a Survey Report is to be initiated.

b. Survey Report Required - CIA Property:

(1) Army personnel responsible for public property issued by this Agency which has been lost, damaged, destroyed, or stolen will be required to initiate and process a Survey Report, Form No. 36-18, in accordance with Agency procedures. The term "public property" referred to above does not include clothing issued to enlisted men. Paragraph 1-c-(2) below outlines the action to be taken in this case.

(2) Should the individual responsible for the loss or damage admit liability, voluntary payment may be made in lieu of initiating a Survey Report. In this case, Form No. 36-42, Voluntary Payment for Public Property, will be initiated and processed in accordance with Chapter XV of the Property Accounting Manual. Enlisted men may make voluntary payment as outlined above, or sign a Statement of Charges, WDAGO Form No. 36, in accordance with AR 345-300. In this case, the enlisted man should report to the Commanding Officer, Headquarters & Headquarters Detachment, CIA.

(3) When an enlisted man voluntarily signs a Statement of Charges, WDAGO Form No. 36, for the loss or damage of CIA property, the Commanding Officer, Headquarters & Headquarters Detachment, CIA, will forward a memorandum, prepared in quadruplicate, to the Office of the Chief of Finance, War Department, Washington, D. C., requesting that action be initiated to deduct the amount liable from the individual's pay and that reimbursement to the CIA be made by check or money order, payable to the Treasurer of the U. S. The War Department will forward the check or money order to this Agency in accordance with procedures as outlined in paragraph 2-d below.

c. Survey Report Not Required:

(1) War Department Equipment:

(a) Army personnel who are responsible for property issued by the War Department, or any components thereof, that has been lost, damaged, destroyed, or stolen will not be required to initiate a Survey Report, Form No. 36-18, by this Agency.

(b) The responsible individual should coordinate said loss with the Commanding Officer, Hq. & Hq. Detachment, CIA, Washington area, who will take action to initiate a Report of Survey, WDAGO Form No. 15, as outlined in AR 35-6640 dated 21 May 1947 and TM 14-904. The Report of Survey will be routed directly to the ~~Office of the Chief of Finance, War Department, Washington, D. C.~~ *CG, MDW.*

(c) Voluntary payment may be made for the loss or damage of War Department property by check or money order, payable to the Treasurer of the United States, in lieu of submitting a Report of Survey, WDAGO Form No. 15. Enlisted personnel may make voluntary payment or sign a Statement of Charges, WDAGO Form No. 36, as outlined

in AR 345-300. If voluntary payment is made, the Commanding Officer, Headquarters & Headquarters Detachment, CIA, will forward, by memorandum, the check or money order directly to the Office of the Chief of Finance, War Department, Washington 25, D. C.

(2) Clothing -- Enlisted Men:

(a) Enlisted men on active duty with this Agency will not be requested to initiate a Survey Report, Form No. 36-18, for clothing which has been lost, damaged, destroyed, or stolen.

(b) The responsible individual will, upon discovery of the loss or damage, take action as outlined in paragraph 1-c-(1)-(b) above.

2. COLLECTION OF MONIES AS RESULT OF PECUNIARY CHARGES

a. General: Collection of monies due CIA as a result of a Survey Report upon which a pecuniary liability charge has been raised against a member of the U. S. Army for the loss, damage, destruction, or theft of property will be effected in accordance with the ensuing paragraphs.

b. Action by CIA Property Survey Board:

(1) When an Army officer or enlisted man, against whom a pecuniary liability charge has been raised for the loss, damage, destruction, or theft of CIA property, has ^{waived} ~~relinquished~~ his right of appeal as prescribed by Agency regulations, and does not make voluntary payment, the CIA Property Survey Board will forward one copy of the Survey Report, with attachments, to the Commanding Officer, Headquarters & Headquarters Detachment, CIA, unless the contents of the report are of a classified nature.

(2) Should the Survey Report, or any attachments thereto, be classified, a memorandum giving a brief synopsis of the circumstances surrounding the loss or damage, excluding the classified information, and the reasons the CIA Property Survey Board held the individual liable, to the Commanding Officer, Hq. & Hq. Detachment, CIA, will be prepared in quintuplicate. The original and two copies of the memorandum will be forwarded to the Commanding Officer. One copy will be forwarded to the Finance Branch, CIA, and the other copy will be retained by the Property Survey Board.

c. Action by Commanding Officer, Hq. & Hq. Det., CIA:

(1) Upon receipt of the Survey Report, the Commanding Officer, Hq. & Hq. Det., CIA, will forward a memorandum, prepared in quadruplicate, to the Office of the Chief of Finance War Department, Washington, D. C., making sufficient reference to the Survey Report, and requesting that payment be made by check or money order, payable to the Treasurer of the United States, and that same be forwarded to CIA for deposit into the Treasury of the United States. One copy of the Survey Report, with inclosures, will be forwarded to the Office of the Chief of Finance, War Department, ^{for his information} with the original and one copy of the memorandum. One copy of the memorandum will be forwarded to the Finance Branch, CIA, and one copy to the CIA Property Survey Board. The other copy will be retained by the Commanding Officer, Hq. & Hq. Det., CIA.

(2) In the event the Survey Report has not been forwarded by the Property Survey Board, the Commanding Officer will, by means of a 1st Indorsement to the basic communication forward

the correspondence to the Chief of Finance, War Department. The original and one copy of the basic communication and 1st Ind. will be forwarded to the War Department. One copy of the correspondence will be retained by the Commanding Officer, Hq. & Hq. Det., CIA.

d. Receipt of Monies Due by War Department: Upon receipt of a check or money order from the responsible individual in payment of items lost or damaged, the War Department will forward same, with sufficient identifying information to the Chief, Finance Branch, CIA, Thru: Commanding Officer, Hq. & Hq. Det., CIA, Washington, D. C.

e. Action by Commanding Officer, Hq. & Hq. Det., CIA: The Commanding Officer, Hq. & Hq. Det., CIA, will indicate on his records that payment has been received and forward the check or money order, with one copy of the covering memorandum, to the Chief, Finance Branch, CIA.

f. Action by Finance Branch, CIA: Upon receipt of the check or money order, the Chief of Finance, CIA, will take action to deposit same in the Treasury of the United States, making the necessary adjustment of records, etc. The Finance Branch will be responsible for notifying the CIA Property Survey Board that collection has been effected.

g. Action by CIA Property Survey Board: The CIA Property Survey Board will make a notation on the Survey Report that payment has been received and file same in the administrative files of the Board.

3. ISSUANCES OF PROPERTY CLEARANCES TO ARMY PERSONNEL INDERTED TO CIA:

a. General: Army personnel being transferred from this Agency who have not settled all indebtedness arising from a Survey Report covering the loss or damage of CIA property will be granted a property release in accordance with the procedures outlined below.

b. Transferring to Regular Army Camp, Post, or Station:

(1) Officers: Army officers transferring to an Army post, camp, or station, who are indebted to CIA as a result of a Survey Report will be granted a release. The officer's forwarding address will be obtained, and if the Survey Report has not been processed in accordance with paragraph 2-b above, immediate action will be taken to forward same to the Commanding Officer, Hq. & Hq. Det., CIA.

(2) Enlisted Personnel: Army enlisted personnel being transferred to a regular Army installation, although indebted to CIA as a result of a Survey Report will be granted a release. Immediate action will be taken to comply with the procedures outlined in paragraph 2-b above.

c. Separation from Military Service: Army officers and enlisted men being separated from the military service will not be granted a final release from CIA until all indebtedness has been consummated. Notification of pecuniary charges will be forwarded to the War Department for appropriate action.